
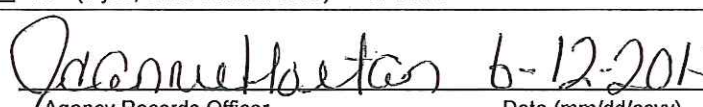

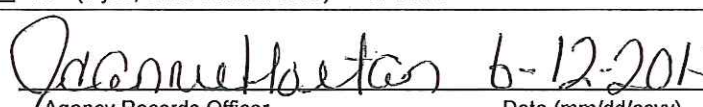

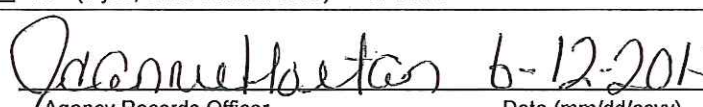

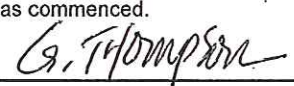



DEPARTMENT OF ADMINISTRATION
PUBLIC RECORDS BOARD
PRB-001 (R 04/2010)
PAGE 1 OF 3

Records Retention / Disposition Authorization

<ul style="list-style-type: none"> Instructions for completion are provided on pages 2-3. In accordance with s.16.61, Wis. Stats, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. Field #1 - Agency Records Officers generally assign sequential RDA numbers which are subject to PRB approval. If the agency does not assign an RDA number, leave this field blank and the PRB will assign the number. Agency Records Officer: Review & approve RDA; Assign RDA #, if applicable. Forward original <u>only</u> to the PRB. Maintain an agency copy during the Board's review process. 					1. Retention/Disposition Authorization # (RDA) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Sequential Number 685</td> <td style="width: 50%;">Suffix C</td> </tr> <tr> <td>2. Agency Number 437</td> <td>3. Unit Number 308</td> </tr> <tr> <td colspan="2">4. RDA Status <input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Sunset/Renewal <input type="checkbox"/> Closed/Superseded</td> </tr> </table>		Sequential Number 685	Suffix C	2. Agency Number 437	3. Unit Number 308	4. RDA Status <input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Sunset/Renewal <input type="checkbox"/> Closed/Superseded	
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APPROVAL SUBJECT TO 10-YEAR												
SUNSET. RESUBMITTAL REQUIRED												
PRIOR TO <u>August 2023</u>												
5. Agency Name Department of Children and Families Division Name Safety and Permanence			Subdivision Name Permanence & Out of Home Care/Milwaukee Child Welfare									
6. Record Series Title Foster/Adoptive Home Licensing Files - Statewide												
7. Record Series Life Cycle Dates <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Year Created 1950</td> <td style="width: 33%;">Year Discontinued</td> <td style="width: 33%;">Year of Final Disposition</td> </tr> </table>			Year Created 1950	Year Discontinued	Year of Final Disposition	8. Medium for Records Storage - Check all appropriate categories <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)						
Year Created 1950	Year Discontinued	Year of Final Disposition										
9. Retention Time Period - Specify Actual Period <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16%;">Yrs 20</td> <td style="width: 16%;">Mo</td> <td style="width: 16%;">Wks</td> <td style="width: 16%;">Days</td> <td style="width: 16%;">Permanent <input type="checkbox"/></td> </tr> </table>			Yrs 20	Mo	Wks	Days	Permanent <input type="checkbox"/>	10. Event that Initiates the Start of the Retention Time Period Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> When the family licensing case is closed				
Yrs 20	Mo	Wks	Days	Permanent <input type="checkbox"/>								
11. Disposition <input type="checkbox"/> Destroy <input type="checkbox"/> Transfer to State Archives (WHS) <input type="checkbox"/> Transfer to Other Location (Specify) <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer to UW Archives												
12. Records Series Description Purpose: These files provide a record of the licensing process when a family makes an application to the Department of Children and Families to serve as a foster or adoptive home. These are records that apply to the family not the adoptee. The following records are scanned into the Wisconsin Statewide Automated Child Welfare Information System (eWiSACWIS) data system and the records are retained until the scanning is verified. After the records have been verified they can be destroyed confidential. The records are retained under RDA1087 A-H (eWiSACWIS) for 20 years after the family licensing case was closed. Contents include, but are not limited to: records for families who apply to, and families who complete the process of licensure and approval to adopt a child through the Division of Safety and Permanence. These records consist of but not limited to; initial application inquiry, formal application, questionnaires, home studies, narrative recordings, reference letters, adoptive parent agreements, social services plan reviews and related correspondence. These records include files from Bureau of Milwaukee Child Welfare. Records that cannot be scanned into the (eWiSACWIS) data system due to the sensitive or confidential nature of the information are: AODA reports, copies of marriage/birth certificates, medical records and psychological reports on children or birth parents. This RDA supersedes RDA685A												
13. Records Contain Personally Identifiable Information (PII) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		14. Name of Agency Program Contact or Records Officer - Select appropriate title. Steve Obershaw <input checked="" type="checkbox"/> Program Contact <input type="checkbox"/> Records Officer Telephone 608-261-7660 Email steven.obershaw@wi.gov										
15. Records Series is Confidential or Access is Limited <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, enter Statute/Code) s. 48.78												
16. APPROVAL SIGNATURES <table style="width: 100%;"> <tr> <td style="width: 33%; text-align: center;">  Agency Official </td> <td style="width: 33%; text-align: center;"> 6.12.13 Date (mm/dd/ccyy) </td> <td style="width: 33%; text-align: center;">  Agency Records Officer </td> <td style="width: 33%; text-align: center;"> 6-12-2013 Date (mm/dd/ccyy) </td> </tr> </table>					 Agency Official	6.12.13 Date (mm/dd/ccyy)	 Agency Records Officer	6-12-2013 Date (mm/dd/ccyy)				
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PUBLIC RECORDS BOARD APPROVAL - Contingent on restrictions to record destruction contained in s. 19.35(5), Wis. Stats., (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced.												
 State Archivist		AUG 23 2013 Date (mm/dd/ccyy)		 Executive Secretary - PRB								
 Date (mm/dd/ccyy)		8/29/2013 Date (mm/dd/ccyy)										